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LOGISTICS SERVICES DIVISION  
WEEKLY REPORT  
PERIOD ENDING 30 NOVEMBER 1983

I. Progress Report on Tasks Assigned by the DCI/DDCI:

No items this reporting period.

II. Items/Events of Major Interest:

a. [ ] was put in an operational status on 22 November and was operated the evening of 25 November, all day on the 26th, and again the evening of the 28th.

b. [ ] Building Move: The move into [ ] Building is progressing smoothly. The Office of Medical Services was relocated the evening of 25 November, and this move was completed by 1300 hours on the 26th. The Office of Personnel was moved from the eighth floor of Ames Building on 28 November.

c. Executive Registry, DCI: The Electric Shop completed the installation of new power, telephone work has been completed, and installation of carpet can now be scheduled in Room 7E12, Executive Registry, DCI.

d. Foreign Visitors Lounge: The Sheetmetal Shop completed the installation of expanded metal in the new wall separating Rooms 6D57 and 6E05, Headquarters Building, for the provision of bathroom and pantry facilities in the Foreign Visitors Lounge, DO. Carpenters completed installation of drywall on both sides, and the Paint Shop is presently taping and spackling this drywall.

e. Other Renovations at Headquarters Building: Raised flooring has been installed by the contractor in Room GD45 for the HSTS expansion for the Office of Communications (OC). The Plumbing and Electrical Shops are presently relocating the air handler unit within the room, which will permit OC to proceed with the installation of equipment.

On Monday, 28 November, electricians began the installation of power and telephone outlets in Room 5D55 for the Office of Data Processing (ODP), DA.

f. Meeting: A meeting was held between representatives of the Architectural Design Staff (ADS), LSD/OL, and the Credit Union regarding plans for the lobby of [redacted] Building. Construction drawings are 90 percent complete for the relocation of the Building Services Branch's Supply Room to the former reception area.

g. Drawings: Drawings for minor renovations to Room 301-303, Ames Building, for the Office of Finance Task Force were completed and issued to the Space Maintenance and Facilities Branch, LSD/OL, on 23 November 1983.

Drawings are being prepared for submission to the Headquarters Engineering Branch (HEB), RECD/OL, for coordination on the vault for ODP in Rooms BD2807/9, Headquarters Building. Surveys of the area have been conducted.

ADS drawings for Room GG00-09, Headquarters Building, for Project SAFE, DI, are complete pending HEB mechanical input.

h. Special Luncheon: On 28 November 1983, the Executive Dining Room (EDR) personnel prepared and served lunch to 18 senior Agency and other Government officials in the conference room located on the 6th floor [redacted]

[redacted] Some of those in attendance were [redacted] Host; visiting guests General Vessey and General Faurer; and Messrs. Casey, McMahon and Briggs and Miss Eloise Page.

### III. Significant Events Anticipated During the Coming Week:

No items this reporting period.

Chief  
Logistics Services Division